

Provo City School District
Policy Series 6000: Finance & Operations



Policy No. 6021

Employee Compensation During State or Health Dept. Ordered School Dismissal

The Provo City School District Board of Education recognizes the importance of hiring and retaining quality employees. During school closures, extraordinary circumstances or emergencies, the Board may enact this policy in order to continue to compensate employees. In conjunction with the School Closure Continuity of Education Plan, all efforts will be made to keep employees working to assist in the education of Provo City School District students, feeding students nutritious meals, and maintaining district buildings. Employees may be asked to complete assignments outside of their normal work expectations.

The Board may enact this policy retroactively.

Supervisors will provide every opportunity for employees to complete their regular assignment during a school dismissal. Professional development and job training can be provided and completed. The employee and supervisor shall create a management plan and schedule that articulates planned work time through the covered time period. All other policies regarding employee conduct must be followed.

Employee Criteria:

In order to qualify for compensation during a school dismissal, an employee must meet the following criteria:

1. Employee must have a regular work schedule.
2. Employee must be able to return to work on an on-call basis.
3. Employee must be planning on returning to work after school dismissal is complete.
4. Employees must be willing to complete assignments given by supervisor.

Employee Compensation:

During school dismissal, *hourly* employees will continue to clock in and out when working in district buildings. Employees working remotely will not clock in and out. Average hours for hourly employees will be loaded into the timeclock system under a separate pay code for each regular work day. If an employee is working in the building and clocking in and out, the remainder of the average hours will be loaded for each work day. Employees will be paid their regular rates for each job that has average hours. Any questions regarding average hours will be directed to Human Resource administrators. Average hours and work hours may not exceed 29 hours unless specifically approved by Human Resources.

Hourly teachers not accounted for in the timekeeping system will have average hours calculated based on their regular assignment.

Timesheets will be approved each month by the employee, the supervisor/administrator, and payroll.

Contracted employees will continue to receive their base contract payments through school dismissal. Additional assignments may or may not continue to be paid.

Employee Accounting:

Compensation related expenditures for employees will be charged to the employee's regular position(s) and program(s). This includes compensation related expenditures for Federal and State grants and programs, as allowed by State and Federal emergency guidelines.

Only normal time associated with each program shall be charged to each program. This time shall be validated by a compensation agreement and/or actual work time trends that occurred before the school closure or extraordinary circumstances.

Payroll certifications will be reviewed and signed by program directors each month.

Additional assignments resulting in additional hours will be charged to the appropriate program and must be validated by a supervisor. Additional assignments during an emergency dismissal are expected to be minimal as needs may be filled by other employees needing assignments.

Approved by Board of Education: April 21, 2020